

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****PRINT SERVICES SPECIALIST**

SALARY SCHEDULE: SSP-12

COST CENTER: MATERIALS MANAGEMENT SERVICES

QUALIFICATIONS:

- High School Diploma or equivalent.
- Minimum of Five (5) years' experience in operating high speed/high volume digital and/or photocopy machines and finishing equipment as well as various other equipment and tools specific to producing a wide variety of printed material.
- Experience in web-based computer application and ordering system.
- Ability to operate copiers, binding equipment, booklet makers, and folding equipment proficiently.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Positive interpersonal skills.
- Highly refined technical skills in both software and hardware.
- Ability to manage time and stress effectively in a fast-paced environment.
- Ability to communicate effectively, both orally and in writing.
- Flexibility to work across department lines.
- Ability to understand and clarify customer needs (Booklets, banners, flyers, etc.)
- Ability to create and maintain a premier customer service experience.
- Ability to program, operate and maintain networked digital printing systems and related bindery and finishing equipment.
- Ability to accurately set and operate print shop equipment including finishing equipment.
- Ability to organize a workload to meet specific deadlines.
- Ability to follow written and oral instructions.
- Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director of Materials Management.

JOB OBJECTIVE:

To monitor the processes of Print Services, create a positive customer service experience, and maintain production schedules to exceed customers' expectations.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- Prioritize traffic flow of incoming and outgoing orders. Inspect and organize all print requests in the web-based system.
- Analyze all aspects of the job to ensure continuous operation of equipment for maximum productivity and create SOPS for standardization processes.
- Manipulate and reconfigure documents in Adobe Pro.
- Utilize all Microsoft programs to produce high quality results.
- Manage work processes to keep inputs moving through the WebCrd system without error. Create SOPS for unique issues as they arise.
- Conduct quality control checks periodically and adjust machines as needed.

PRINT SERVICES SPECIALIST (Continued)

- Diagnose machine problems and replace parts as needed.
- Perform operator adjustments, maintenance and cleaning of equipment and report malfunctioning equipment beyond the scope of operator maintenance.
- Keep team informed of any machine issues before shift change.
- Package print jobs for pickup, shipping, or delivery.
- Monitor Web program for copyright concerns and address accordingly.
- Communicate job status and updates with team leads.
- Coordinate with colleagues for large or complex jobs.
- Ensure final products exceeds customer expectations and job specifications.
- Review and prepare customer files for printing (ensure proper format, resolution, bleed, etc.).
- Manage Print Services inventory and work with bookkeeper to order as necessary.
- Receive orders and make sure quantities are correct before reporting to bookkeeper.
- Operate machines to ensure lead times exceed customer expectations.
- Stay up to date on the best equipment options for Print Services as replacements come due.
- Ensure all shifts are following safety measures.
- Correspond with vendors regarding faulty or inferior merchandise.
- Demonstrate initiative in the performance of assigned responsibilities.
- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationships with staff and vendors.
- Participate in workshops and training sessions as required.
- Communicate effectively with staff and vendors.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries or concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules, and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Sustained focus and attention to detail for extended periods of time.
- Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force daily, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10